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## 1993-94 UNOPA Executive Board Minutes

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**UNOPA EXECUTIVE BOARD MINUTES**  
**JUNE 2, 1993**

**DATE AND PLACE:**

UNOPA's Executive Board met Wednesday, June 2, 1993, in the East Union.

Before the meeting was called to order, Ronald Ross and Linda Crump of the Affirmative Action and Diversity Office gave us an outline on what their department can offer the University staff. This includes investigating complaints with outside agencies, diversity training, resolving problems, and conducting several training sessions on sexual harassment. It may be possible for them speak to UNOPA in the future.

**CALL TO ORDER:**

The meeting was called to order by President Sieber at 4:40 p.m.

**ATTENDANCE:**

**Present:**

Michelle Sieber  
Michele Strickler  
Ronda Vietz  
DaLene Wiess

LaRita Lang  
Jeanne Andelt  
Jacque Virts  
Kathy Bennetch

Sandy Watmore  
Roddy Spangler  
Bette Schernikau

*Rosemary Sub*

**Absent:**

Jeanette Fisher  
Rhonda Zugmier

Nelvie Lienemann

Jo VanPatten

Introductions were made of everyone present.

**APPROVAL OF MINUTES:**

No previous minutes.

**TREASURER'S REPORT:**

No report.

**STANDING COMMITTEES:**

**Awards:** Sandy Watmore, Director; the ad-hoc committee will meet sometime in June or July.

**Employee Concerns:** Jeanette Fisher; Director, will work with current issues and will work with UAAD. DaLene Wiess, Co-director; will work with the 15+ committees that have UNOPA representatives.

The ad-hoc committee for Employee Rights will meet sometime in June or July.

**Hospitality:** Michele Strickler; Director, will get dates from Rhonda Zugmier of meetings for the year. Will be meeting with Sandy Watmore.



**Membership:** Nelvie Lienemann, Director; Rosemary Sieck, 1992-93 membership director stated that membership brochure will need to be reprinted and possibly membership cards and application forms.

**Nominating:** Jeanne Andelt, Director; has two people for committee. President-elect could possibly be a challenge to fill.

**Professional Growth:** Jo VanPatten, Director; no report.

**Publicity:** Roddy Spangler, Director; will work with Dora Dill to get summer social dates to The Scarlet.

**Program:** Rhonda Zugmier, Director; no report.

**Salary Issues:** Ronda Vietz, Director; Bylaws/constitution revision committee will meet this summer. Under consideration may be eliminating salary issues as a standing committee. Therefore, no Co-director will be appointed at this time.

**UNOPA Notes:** Jacque Virts, Director; first issue of UNOPA Notes will come out in August.

**Ways & Means:** Bette Schernikau, Director; President Sieber stated we should have cookbooks available for sale at the summer social and the NEOPA Fall Conference, October 2, 1993, in Lincoln.

Bette should check with Dora Dill, Summer Social director, to see if she wants Ways & Means to do the 50/50 raffle at the social.

**Community Service Project:** Continue to have baskets at general meetings to collect for ELF program and possibly volunteering for the Nebraskan's for Public Television, Inc. Board will discuss in more detail at the next meeting.

**Special Report:** Summer Social, Dora Dill, Director; Dora Dill was absent. The date has not been announced. President Sieber will need a list of committee members.

#### **NEW BUSINESS:**

None

#### **ANNOUNCEMENTS:**

President Sieber had the following announcements:

If you have any reports that need to go to the board, there will be folders at the door, please insert them in the folders to eliminate paper shuffling.

Send copies of any correspondence sent to members of your committees regarding meetings, activities, etc. to President Sieber.



Any mailings going to all UNOPA members will need to be proofed by President Sieber.

Proposed budgets from each committee are due to President Sieber by July 16, 1993. May need input from past director.

Three hole punch all documents you distribute.

Reminder: October 2, NEOPA Fall Conference, East Union, would like to see you all there.

Work on membership recruitment.

By-laws/constitution revision committee will meet later this summer. If you would like to serve on this committee, let President Sieber know.

**ENCLOSURES IN FOLDERS INCLUDED:**

A list of members interested in being on a particular committee. You need to be forming committees, a minimum of three members on a committee. Please provide the list of members for your committees to President Sieber, by August 1, 1993, to be included in the first issue of UNOPA Notes.

List of Executive Board Members, their addresses, phone numbers, and FAX numbers

Board meeting schedule. Executive Board meetings will be held the first Tuesday of the month, from 12:00 sharp - 1:30 p.m. They will rotate between the Business Services conference room, 1700 "Y" street and East Campus Union.

Job Descriptions--keep in front of your notebook. Update as needed and send updates to Jeanne Andelt, Nominating Director.

**ADJOURNMENT:**

Meeting adjourned at 5:10 p.m.

Respectfully submitted,

  
LaRita Lang, Recording Secretary



Approved  
as corrected  
8/5/93

UNOPA EXECUTIVE BOARD MINUTES  
JULY 6, 1993

**DATE AND PLACE:**

UNOPA's Executive Board met Tuesday, July 6, 1993, in the Business Services conference room.

**CALL TO ORDER:**

The meeting was called to order by President Sieber at 12:02 p.m.

**ATTENDANCE:**

**Present:**

Michelle Sieber	LaRita Lang	Sandy Watmore
Rosemary Sieck	Jeanne Andelt	Roddy Spangler
Ronda Vietz	Jacque Virts	Rhonda Zugmier
DaLene Wiess	Kathy Bennetch	Jeanette Fisher
Nelvie Lienemann	Jo VanPatten	

**Absent:**

Michele Strickler	Bette Schernikau	Shirley Horstman
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**APPROVAL OF MINUTES:**

The minutes of the June 2, 1993, (1992-93 board) were approved as printed.

The minutes of the June 2, 1993, (1993-94 board) were approved with the correction of Rosemary Sieck being present.

**TREASURER'S REPORT:**

Rosemary handed out corrected copies of the June 2 treasurer's report. Kathy Bennetch moved to approve treasurer's report. Seconded by Ronda Vietz. Motion carried.

Our kinko's account number is 42172, they will bill UNOPA direct (any location). Our Postal zip is 0541 and should be on all correspondence. Always notify Rosemary when sending out information requiring postage, include the committee name and the amount of mail you sent. Quick Copy will bill UNOPA direct also. Our co/center is LXR-9881309. Rosemary will be mailing a form for postage claims and other expenses.

**COMMUNICATIONS:**

President Sieber received a letter from Bruce Currin requesting four UNOPA members names for UNL's standing grievance committee. President Sieber submitted Ruth Bohmont, Betty James, Jean Willis, and Cathy Rutt.



Paul Carlson contacted President Sieber requesting a representative for the Parking Manager search committee. Shelli Krupicka will serve on this committee.

President Sieber received a letter from Renae Oestmann proposing sharing of sick leave between spouses who work at UNL. Renae also expressed concern regarding tuition remission for part-time employees and paid 6-week maternity leave. A copy of the letter was forwarded to Jeanette Fisher, Employee Concerns Director.

Several people have suggested UNOPA revisit the sick leave bank proposal.

#### **ANNOUNCEMENTS:**

Michelle, Rhonda Z., DaLene, and Jeanette will meet with Bruce Currin, Faye Moulton, and Ronald Ross on August 19, 8:00-9:30 a.m. regarding UNOPA concerns at Bruce's request.

Human Resources is working with Jim Ballas on a new employee orientation video. They would like to highlight UNOPA. He may come to the Summer Social to do some filming to use in the video. It was suggested to offer Jim use of photos from our archives.

Proposed budgets are due July 16.

Committee member listings are due August 1.

#### **STANDING COMMITTEES:**

**Awards:** Ad-hoc committee meeting July 15, 1993, 3:30 p.m. at Business Services Library (Rhonda, Sandy W. Sandy L., Kathy & Michelle). Kathy Bennetch moved to present all award winners, 2-Floyd S. Oldt Silver Pen, Floyd S. Oldt Outstanding Staff, Floyd S. Oldt Boss of the Year, Rose Frolik Award, with a complimentary membership in UNOPA for the following year. Seconded by Rosemary Sieck. **Motion carried.**

**Employee Concerns:** President Sieber received a copy of a questionnaire regarding areas of departmental discretion that went to various departments on campus. She forwarded a copy to Jeanette Fisher. She will also send a copy to each board member to fill out and return to her for our reference.

Kathy Bennetch will respond a second time to Chancellor Spanier concerning the RIF policy. Kathy will state facts and exact cases to make the Chancellor aware of what is actually happening in some departments.

Send any comments you may have on the Affirmative Action Policy & Procedures to Michelle by August 1. The interim policy statement for discrimination, retaliation, sexual harassment, and consensual relationships issues at UNL was distributed. Affirmative Action has a grievance committee that we will possibly need to submit names for. President Sieber will check into it.

DaLene reported that Tuition Remission for less than full-time employees is on hold until the next U-Wide Fringe Benefits meeting in September or October.

Jeanette is waiting to get materials from Anna Simmons before scheduling the next Employee Concerns committee meeting.

**Hospitality:** No Report.

**Membership:** All board members received a copy of the membership application/brochure. If you have any comments or concerns contact Nelvie. Whenever mailing labels are needed, go through Nelvie. She will charge your committee appropriately. Nelvie is asking for any used envelopes to mail membership packets.

It was the consensus of the Board, that copies of the by-laws and constitution (revised 5/1/93 version) need to go to all members in their membership packets.

There was discussion regarding including "service" employees as active members. A proposal to change this in the by-laws/constitution would need to be sent to the president 15 days prior to presentation at a regular meeting of the Association.

**Nominating:** Remember to give Jeanne any changes in job descriptions.

**Professional Growth:** Jo is working on a possible workshop on Sexual Harassment for October or November. Joe Scott of UNL Police would be the presenter.

**Program:** The board approved speakers for the September and October general meetings. Terri Turner, University Health Center, will speak in September. Joe Scott, UNL Police Department will speak in October. Rhonda has letters out to other prospective speakers.

**Publicity:** Roddy will send out a flyer for departments to post advertising the Summer Social. The labels for this mailing will be obtained through Data Entry. It was discussed that a new camera was needed. Ronda V. moved the Publicity committee search for a new camera with a zoom lens. Seconded by Kathy Bennetch. **Motion carried.**

**Salary Issues:** Kathy mentioned the article in The Scarlet regarding raises. ~~She was not aware of the distribution method.~~

**UNOPA Notes:** Committee has been formed.

**Ways & Means:** President Sieber reported we will have cookbooks, 50/50, and the ELF collection basket at the Summer Social.  
**Community Service Project:** Nancy Myers is still working with the Foundation to set up an account. The money raised so far has been put

in UNOPA's checking account. It was discussed that a separate savings account should be opened. Rosemary will set up a new savings account.

**OLD BUSINESS:**

Remember the summer social on July 27 from 5:45 to 9:00 p.m. at St. James Methodist Church at 2400 S. 11. Cost is \$3.00. You are asked to bring a bagged or wrapped white elephant gift.

**NEW BUSINESS:**

President Sieber announced the agenda for the National Advisory Council Meeting she will be attending in Tucson, AZ. July 20-25. Jeanne Andelt will be attending as the NEOPA delegate. Sandy Lineberry is an elected member of the National Advisory Council and will be working with the tellers.

**ADJOURNMENT:**

Meeting adjourned at 1:40 p.m.

Respectfully submitted,

  
LaRita Lang, Recording Secretary

*Approved as printed  
With Sug of last name added  
to similar names  
& attendance in alpha*

**UNOPA EXECUTIVE BOARD MINUTES**  
**September 7, 1993**

**DATE AND PLACE:**

UNOPA's Executive Board met Tuesday, September 7, 1993, in the Business Services Conference Room.

**CALL TO ORDER:**

The meeting was called to order by President Sieber at 12:00 p.m.

**ATTENDANCE:**

**Present:**

Michelle Sieber  
Jeanne Andelt  
Jacque Virts  
Nelvie Lienemann  
Michele Strickler

LaRita Lang  
Roddy Spangler  
Rhonda Zugmier  
Jo VanPatten

DaLene Wiess  
Ronda Vietz  
Kathy Bennetch  
Shirley Horstman

**Absent:**

Rosemary Sieck  
Sandy Watmore

Jeanette Fisher

Bette Schernikau

**APPROVAL OF MINUTES:**

Minutes of the August 3, 1993, meeting were approved with the correction of changing Jeanetter to Jeanette and she to Jeanette under "Communications".

**COMMUNICATIONS:**

President Sieber received from the Chancellor a copy of the review of Academic and Administrative Computing. If anyone wants a copy, contact President Sieber.

Everyone should have received a letter from the Chancellor dated August 31 on the Mentoring Project. Faye Moulton will attend the September general meeting to discuss the Mentoring Project and answer any questions anyone may have.

Included in your packets is an order form for calendars from the Mortar Board.

**ANNOUNCEMENTS:**

President Sieber will be attending the Deans and Directors meeting on September 8. She will announce the projects we will be working on for the coming year and answer any questions.

President Sieber attended the New Faculty Picnic August 17 at the Chancellor's residence. It was a nice way to network and meet some of the people she will be working with throughout the year.

All elected officers will be seated at the head table at the general meeting on September 14. All directors will be seated at the side tables.

President Sieber will introduce everyone so the membership will be able to put names with faces. Michele Strickler will have place cards at the tables.

If anyone is planning to give a report at a general meeting, please give a copy to LaRita.

President Sieber received a phone call from Ted Hartung's office. Ted Hartung and Dan Wheeler are conducting a TQM seminar, September 22 & 23 and invited a UNOPA representative who is familiar with TQM. Pat Smith will attend this seminar. An introductory seminar may be offered at a later date.

#### TREASURER'S REPORT:

President Sieber reported that Dora Dill, Summer Social Director, asked if the board would consider giving the St. James Methodist Church a donation of \$25.00 for use of the facilities for the Summer Social since they made enough to cover expenses.

Kathy Bennetch moved to donate \$25.00 to the St. James Methodist Church for use of the Summer Social facilities. Seconded by Rhonda Zugmier. Motion carried.

President Sieber will check with Rosemary concerning the \$3.00 under ELF fund.

Roddy Spangler moved to approve the August 31 treasurer's report. Seconded by DaLene Wiess. Motion carried.

In the packets is a letter from Jim Knisely dated August 5 concerning return check charges. If UNOPA receives a check that bounces, we have to pay \$2.00. If a bad check is received it is the department's responsibility to collect the money.

Kathy Bennetch moved UNOPA charge the person writing the bad check the fees assessed by the bank to the association. Seconded by Roddy Spangler. Motion carried.

The proposed budget for 1993-94 was reviewed. Awards was increased \$100.00 due to printing and memberships of award winners. Membership was increased due to printing of brochures and based membership on 400 members. Nominating was raised to \$50.00 due to printing. Publicity is up due to a new camera. UNOPA Notes was increased because May UNOPA Notes and 1992-93 annual report will be charged to this year's budget. Summer Social was raised to \$100.00 due to some discussion of having one in summer and winter.

Rhonda Zugmier moved to approve the 1993-94 budget to take to general membership. Seconded by Nelvie Lienemann. Motion carried.

#### STANDING COMMITTEES:

Awards: President Sieber reported the award presentation dates:

November	Boss of the Year (same as in past)
December	2 Silver Pens
February	Outstanding Staff
April	Rose Frolik (same as in past)

It was discussed having the Silver Pens in December would be nice because the recipients would get their stipend before Christmas.

Nominations for Boss of the Year award will be out the week of September 20.

**Corresponding Secretary:** Call if cards need to be sent. The total funding submitted for State and National conferences was \$2,500.00. No response has been received from Eric Jolly regarding funding for State and National conferences.

Registration fees for the October 2 State conference should be sent directly to Debbie Hendricks.

**Employee Concerns:** DaLene reported they are looking into Office/Service classifications. They are going to look up the jobs that are considered Office and the jobs that are considered Service.

They are working on a survey. There will be questions on the SHARP Program, security questions, Office/Service questions, etc. Will try to get it out as soon as possible. It was approved to mail out survey last year.

Bruce Currin suggested working with UAAD to help with funding and getting survey out. They are sending us a copy of their survey to see if there are any questions we could also use.

We do not need to submit a representative for the Affirmative Action Grievance Committee until they ask for one.

Susan Nichols has been appointed to Academic Senate.

Patti Lutter will chair Police Advisory, but they now want two representatives. Alta Phillips will be our second representative.

President Sieber received letter from Bruce Currin and Faye Moulton concerning department discretion questionnaire. One area of main concern was use of sick leave. They are looking at this area.

Esther Ortiz will be our Sue Tidball Award representative for 2 years.

**Foundation:** No Report

**Hospitality:** Michele reported 80 signed up for September general meeting, only nine paying lunches. The committee will provide table favors at every meeting. It was discussed to provide water for brown baggers, it would cost \$2.00 a gallon. It was decided to have water at first meeting to determine how it is accepted.

In the past, if someone wants their money back, we return it as long as the count has not been turned in.

**Membership:** All application letters went out. Person sponsoring most new members will receive a free years membership from Michelle.

**Nominating:** No Report.

**Professional Growth:** Jo reported the fall workshop is undecided at this time. There are three separate programs being introduced; the SHARP Program, Victim Services Program, and Violence in the Workplace. All three have expressed interest in doing workshops or brown bag luncheons. For the Spring workshop the committee is working on bringing in a speaker from the Lincoln area. Other ideas discussed were to have one fall and one spring brown bag lunch with topics of Employee Rights or touring the Lied Center. They will be sending out PSP flyers in UNOPA Notes. Next meeting is Sept. 22.

**Program:** Rhonda reported the speaker for March will be Stan Campbell. Dr. LaBeau will speak September 14.

**Publicity:** Roddy reported an announcement of the September general meeting will be in The Scarlet. She will check into advertising meetings on ETV monitors. The camera will be purchased before the September general meeting.

**Salary Issues:** No Report.

**UNOPA Notes:** Jacque inserted a schedule of UNOPA Notes in the packets. September UNOPA Notes deadline is September 16.

**Ways & Means:** President Sieber reported there are still cookbooks for sale. Someone is needed to sell cookbooks at October 2 State conference.

#### OLD BUSINESS:

President Sieber met with President Mace, UAAD, some issues they are working on are supervisory training and evaluation, sick leave, CDV, eldercare, tuition remission for dependents, exit interviews.

President Sieber will meet with Faye Moulton concerning recognition for professional growth, it may not be monetary, but could be a certificate.

It was discussed to have Christmas gifts for UNL employees in need as a community service project.

Kathy reported the Foundation will set up an account for ELF program. Parking for football games has begun. Volunteers are needed between 7:00 am and 1:15 pm. There will be sign up sheets at the general meeting. Members will be asked to sell Raising Dough as a fundraiser for ELF.

**NEW BUSINESS**

President Sieber received a phone call from Joan Frenzel, IANR Computing, wanting to know if UNOPA would sponsor a person for the National Bone Marrow Drive. The cost is \$22.50 per person. It was the consensus of the board not to sponsor a person but we could announce it at the general meeting, if anyone would be interested.

**ADJOURNMENT:**

Meeting adjourned at 1:43 p.m.

Respectfully submitted,

*LaRita Lang*

LaRita Lang, Recording Secretary





**UNOPA EXECUTIVE BOARD MINUTES**  
**October 5, 1993**

**DATE AND PLACE:**

UNOPA's Executive Board met Tuesday, October 5, 1993, in the East Campus Union.

**CALL TO ORDER:**

The meeting was called to order by President Sieber at 12:00 p.m.

**ATTENDANCE:**

**Present:**

Jeanne Andelt	Kathy Bennetch	Jeanette Fisher
Shirley Horstman	LaRita Lang	Nelvie Lienemann
Bette Schernikau	Michelle Sieber	Rosemary Sieck
Roddy Spangler	Michele Strickler	Jo VanPatten
Ronda Vietz	Jacque Virts	Sandy Watmore
DaLene Wiess	Rhonda Zugmier	

**APPROVAL OF MINUTES:**

Minutes of the September 7, 1993, meeting were approved as printed.

**COMMUNICATIONS:**

President Sieber received a letter from Eric Jolly concerning funding for attending Professional Growth workshops. Due to budget reorganization in the Affirmative Action office they can no longer provide funding to UNOPA. President Sieber encouraged everyone to ask their departments for funding or apply to the Foundation.

President Sieber received application forms for NEOPA Educational Professional Employee of the Year Award, NEOPA Student Scholarship, Marion T. Wood Student Scholarship, Marion T. Wood Member Scholarship, National Educational Administrator of the Year, and Louise Henderson Nelson award. President Sieber has nomination forms if anyone is interested.

President Sieber received a letter from Eric Jolly concerning search committees. Affirmative Action will no longer be meeting with individual search committees. They will be offering group sessions and certifying individual faculty and staff members to serve on search committees for a period of two years without additional training.

President Sieber received a letter from John L. Harris, Office of Vice Chancellor for Student Affairs, concerning First Step Mentoring Program. President Sieber has application forms if anyone is interested.

**ANNOUNCEMENTS:**

UNOPA is planning a brown bagger with Larry Kalkowski regarding Violence in the Workplace--Personal Safety and Prevention of Danger. It is tentatively planned for late October.

### **TREASURER'S REPORT:**

Rosemary stated the checkbook balance appears higher than it really is due to UNOPA hosting the NEOPA Fall Conference. This money will be transferred to the NEOPA treasury.

August 31, 1993 balance	\$3,374.06
Income	\$1,850.66
Expenses	\$ <u>792.42</u>
September 30, 1993 balance	\$4,432.30

Bette Schernikau moved to approve the September 30 treasurer's report. Seconded by Nelvie Lienemann. **Motion carried.**

### **STANDING COMMITTEES:**

**Awards:** Sandy reported Boss of the Year will be awarded at the November bosses luncheon. Dr. Grobsmith, last year's recipient, is unable to attend. Eric Jolly will be the presenter.

The judging of the Boss of the Year will be done by the Sertoma District Council, no UNL officials will be involved in judging. Nominations are due October 8.

Nomination forms for Silver Pen Awards will be mailed out the week of October 18, with a due date of November 5. The judging has been arranged with the exception of needing a female faculty member from East Campus. Judging will take place mid to late November. It will be presented at the December meeting. Sandy has selected one committee member to work with her on each award.

**Corresponding Secretary:** No Report

**Employee Concerns:** Jeanette reported on the following Employee Concerns Committees:

Campus Safety: Jo Dierking, met with Dr. Riley concerning Ergonomics, stating there are certain things which should not be thrown in trash cans, such as toner bottles, batteries, etc.

Academic Senate: Susan Nichols, working on campus information system.

Campus Parking Advisory: Linda Arnold, working on different way of dealing with parking appeals. They want to know of any problems with parking lots, (i.e. physical problems).

Child Care Task Force: Laura Rife, this committee will no longer meet as they have accomplished their objectives.

Campus Recreation Advisory: LaRita Lang will be UNOPA representative.

UNL Campus Police: Alta Phillips will be the other UNOPA representative.

Grievance Committee: Jean Willis will be UNOPA representative

Ergonomics: Linda Olson would like a co-chair.

Chancellors Commission on the Status of Women is working on a survey on gender equity. They will be meeting October 7.

The board was sent a draft copy of the survey which will be sent out by employee concerns to all office/service employees, approximately 2,019. The following comments were discussed concerning the survey: include a question on ergonomics, also possibly giving the definition of ergonomics. Linda Olson has information on this subject. Tuition remission for employees less than 1.0 FTE. It was discussed this issue has been addressed at the UNL fringe benefits meeting, it has also been brought at the U-wide fringe benefits, DaLene will bring it up again. Question #18 should have "yes or no". A question on RIF will be included. Chief Cauble will include one sheet of questions pertinent to the UNL Police, and will pay up to half the cost. It is clearly stated one sheet is for UNOPA and one is for UNL Police. Employee concerns is hoping for a 70% response rate. The due date will be 15 days from the day it is taken to printing. Question #4 will be omitted. Question #3 was discussed. Kathy Bennetch made a motion to allow service employees voting rights, second by Jeanette Fisher. She then withdrew her motion and stated she will be submitting a written motion concerning voting privileges of service employees to President Sieber, 15 days before the November general meeting. Discussion followed. This motion has to be in writing because it would be changing our constitution/by-laws. Discussion followed.

An employee contacted Jeanette inquiring about having a petition against the "green space" at the general meeting. The board felt it would not be appropriate to have this at the general meeting.

**Foundation:** Kathy reported the foundation is going to establish criteria to award scholarships. They are anticipating an increase in applications due to funding reductions from Affirmative Action. Application deadlines are February and July.

**Hospitality:** Michele Strickler reported 67 signed up for October general meeting, with fifteen paying lunches. She has received approximately six phone calls concerning lunch prices. It was explained UNOPA does not profit from the lunches, the Union charges UNOPA.

**Membership:** Nelvie reported 130 memberships to date. She received a note from Vivian Valentine, Honorary member, extending good wishes to UNOPA.

**Nominating:** Jeanne reported to please let the committee know of anyone interested in running for an office.

**Professional Growth:** Jo reported Brown Bag luncheons on October 14, East Campus and October 19, City Campus. Bruce Currin will speak on Employee Rights and RIF. It will be open to everyone.

The SHARP workshop is tentatively set for November 4 and 5. Joe Scott will be the presenter. There was discussion on cost for the workshop. Campus Recreation is hosting the same workshop for free. It was decided there would be a cost to non-members to cover refreshments, workshop materials, etc.

**Program:** No report.

**Publicity:** Roddy reported an announcement was to appear in The Scarlet concerning the September general meeting, but did not. She will check with The Scarlet; however, announcements will appear on C-Vis.

**Salary Issues:** No Report.

**UNOPA Notes:** October UNOPA Notes deadline is October 14. President Sieber asked Jacque to contact Linda Olson or Mike Riley for articles on Ergonomics.

**Ways & Means:** Bette reported the order form for selling cookbooks is complete. By using the form, her spouse sold 8 cookbooks at his place of employment. Seven cookbooks were sold at the NEOPA Conference, 98 cookbooks are left. There was discussion on possibly setting up a booth in the Union or inquiring at the bookstore. Bette will contact the Union on this matter.

There are only a few lapel pins left. It was decided not to order until they are needed.

The committee will start working on other fund raising ideas and the raffle at their next meeting.

#### **OLD BUSINESS:**

President Sieber reported Jo VanPatten and herself met with Faye Moulton concerning RIF policy. UNOPA is concerned some departments were not following the RIF policy. Faye advised President Sieber to bring it to the Deans & Directors meeting. She would also be willing to attend one of our meetings to answer any questions anyone may have.

Professional growth recognition was also discussed by President Sieber, Jo VanPatten and Faye Moulton. This would include all employees. An ad-hoc committee is needed to propose a draft of criteria for professional growth recognition. Faye Moulton and Bruce Currin would probably be willing to review the draft before forwarding to Dr. Goebel.

UNOPA hosted the NEOPA Fall Conference on October 2, 1993. Eric Jolly was the key-note speaker. It was a very good conference with 72 attending.

Kathy reported ELF is off and running. Anyone interested in helping with parking on game days please call Janet Holtzhauser. The profit is \$250, if all spaces are filled. UAAD is also helping with this fund-raiser. Everyone should have received the flyer on Raising Dough. Anyone interested in helping with the pick-up dates, please contact Kathy.

#### **NEW BUSINESS:**

President Sieber sent the comments from the Gender Equity Salary Study to Bruce Currin.

President Sieber reported Lola Young sent a letter to Jackie Fuller, NAEOP president, stating she felt National Conferences were geared to office employees at elementary and high schools and not much emphasis is placed on the "University/College" employees. Jackie suggested UNOPA bring this concern to the Advisory Council and include it as an agenda item at the next annual meeting.

President Sieber attended the September 8 Deans and Directors meeting. E-mail is up and working very well. The Logo policy was discussed. Eric Jolly stated their office receives 22 calls a day on Affirmative Action inquiries. They have received 136 formal complaints with 13 going to the NEOC. There was discussion UNL is a service oriented University.


UNOPA will be hosting an open forum with the Chancellors Commission on the Status of Women. This will be a brown bagger.

Roddy reported on recycling. Dale Ekart, Recycling Coordination Consultant is presenting a plan to the Vice Chancellor to begin recycling cardboard and mixed paper on City Campus by mid-October.

**ADJOURNMENT:**

Meeting adjourned at 1:45 p.m.

Respectfully submitted,

  
LaRita Lang, Recording Secretary



**SPECIAL UNOPA EXECUTIVE BOARD MINUTES**  
**October 15, 1993**

**DATE AND PLACE:**

UNOPA's Executive Board met, October 15, 1993, in the City Campus Union.

**CALL TO ORDER:**

The meeting was called to order by President Sieber at 12:00 p.m.

**ATTENDANCE:**

**Present:**

Jeanne Andelt	Kathy Bennetch	Jeanette Fisher
Shirley Horstman	LaRita Lang	Nelvie Lienemann
Michelle Sieber	Rosemary Sieck	Roddy Spangler
Michele Strickler	Jo VanPatten	Ronda Vietz
Jacque Virts	Sandy Watmore	DaLene Wiess
Rhonda Zugmier		

**Absent:**

Bette Schernikau

**Special Guests:**

Rose Frolik	Sandy Lineberry	Lorraine Moon
Sheila Perry	Jan Wassenberg	

President Sieber called a special executive board meeting to address the issue of "service" employees becoming more than associate members.

President Sieber asked all attendees to write down why they joined UNOPA. The majority joined to network and for professional growth.

An open forum followed with anyone stating their feelings concerning "service" employees being more than associate members. Major comments and feelings were as follows:

"Concentrate on Professional Growth"

"If we are representing others on campus, such as service, we need to allow them to vote"

"Felt we were there for all employees"

"Associate membership should pay less membership dues"

"Represents who joins, whoever pays a fee should be able to vote"

"Can't be something to everybody. Define more clearly as to what we are"

"What is our purpose? Help "service" start own organization."

"What does "associate member" exactly mean, and why was it started."



"We do not want to erode the foundation we were built on."

"Employee concerns being a separate entity from UNOPA"

It was discussed that "associate membership" was started for individuals who supported UNOPA and supervisors who want to keep informed on what we are doing. An idea was brought up to have a brown bag to define what UNOPA is. There was much discussion on exactly who we are representing.

Since much of the discussion surrounded who can belong, perhaps we need to add "office environment" to Article III - Membership, Section IV, to clarify who is eligible for active membership.

Rhonda Zugmier made a motion to have President Sieber write letters to key administrators to clarify UNOPA representatives rolls on committees. Seconded by Michele Strickler. Discussion followed. Jeanne Andelt moved to amend Rhonda's motion to clarify UNOPA representatives rolls on committees at the time the request is made. Seconded by Roddy Spangler. Motion carried.

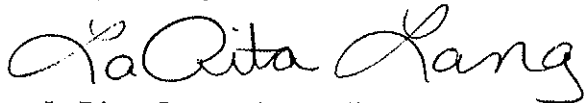
Jacque Virts stated she would consider submitting a motion to change Article II - Objectives, Section 2.

Sandy Lineberry stated to consider changing name to University of Nebraska Office Professionals Association. It was discussed this would help with the service issue.

**ADJOURNMENT:**

Meeting adjourned at 1:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "LaRita Lang". The signature is written in dark ink and is positioned above the printed name of the signatory.

LaRita Lang, Recording Secretary

**UNOPA EXECUTIVE BOARD MINUTES**  
**NOVEMBER 5, 1993**

**DATE AND PLACE:**

UNOPA's Executive Board met Friday, November 5, 1993 in the Business Services Conference Room.

**CALL TO ORDER:**

The meeting was called to order by President Sieber at 12:00 p.m.

**ATTENDANCE:**

**Present:**

Jeanne Andelt	Kathy Bennetch	Jeanette Fisher
Nelvie Lienemann	Bette Schernikau	Michelle Sieber
Rosemary Sieck	Michele Strickler	Roddy Spangler
Jo VanPatten	Jacque Virts	Sandy Watmore

**Absent:**

Shirley Horstman	LaRita Lang	Ronda Vietz
DaLene Wiess	Rhonda Zugmier	

**APPROVAL OF MINUTES:**

Minutes of the October 5, 1993 meeting were approved as printed.

Minutes of the October 15, 1993 special meeting were approved as printed.

**COMMUNICATIONS:**

President Sieber received a letter from John Goebel regarding the sick leave policy.

President Sieber received a report from Pat Smith regarding the TQM workshop.

**ANNOUNCEMENTS:**

Upcoming brown baggers:

December 2, City Union and December 3, East Union. Larry Kalkowski will be talking about Violence in the Workplace.

November 17, 11:30 - 1:00, City Union. Panel from the Chancellor's Commission on the Status of Women.

**TREASURER'S REPORT:**

September 30, 1993 Balance	\$4,432.30
Income	4,618.30
Expenses	<u>465.52</u>
October 31, 1993 Balance	\$8,585.08

Bette Schernikau moved to approve the October 31, 1993, treasurer's report. Seconded by Kathy Bennetch. **Motion carried.**

### **STANDING COMMITTEES:**

*Don Olsen*  
**Awards:** Nine nominations were received for the Floyd S. Oldt Boss of the Year award. All nominees will receive a certificate. Those nominated are: Susan Budler, Dr. Douglas Zatechka, Dr. Donald Gregory, John M. Yohe, Hanna Hess, John A. Schmitz, Sgt. Bill Manning, and Linda L. Murphy.

Sandy Watmore reported eight nominations had been received so far for the Silver Pen Award.

**Corresponding Secretary:** No report.

**Employee Concerns:** Over 500 responses to the survey have been received. A survey from UNL Benefits is going to all employees to see what coverage employees have.

Some committee representatives are office/service representatives; not necessarily a UNOPA representative. Jeanette feels these committees should not be under employee concerns.

Send Jeanette any suggestions for additions to our insurance package.

**Parking Advisory:** A bus shelter is being added on East Campus.

**Foundation:** Continuing to recruit donors. Getting ready for the first disbursement of awarding stipends to members for classes, books, etc. The committee is setting up guidelines for disbursement of funds.

**Hospitality:** 98 catered lunches, 150 signed up so far. Michele Strickler strongly suggested that next year the hospitality committee not assign people to tables. It has been a real challenge to get everyone seated the way they requested.

**Membership:** Nelvie reported 219 members have joined.

**Nominating:** No report at this time.

**Professional Growth:** Jo reported the SHARP workshops were very good. A lot of positive comments were received.

PSP plaques will be given to Monie Brownson and LaRita Lang. In the past, it was decided the plaques would read whatever level the member received at that time. Over the years, when people received a PSP and a CEOE both were put on the plaque. It was the consensus of the board, for future plaques the individual be given a choice if they would like to receive a plaque for the first level obtained or wait until they reach their highest level (CEOE possibly). The deadline for submission of PSP applications will be published in *UNOPA Notes*.

**Program:** President Sieber mentioned it is her understanding by-law changes will

be submitted for the December meeting. There would not be time at the December meeting to discuss by-law changes, have a speaker, and present the Silver Pen awards. It was the consensus of the board, if by-law changes are submitted the changes be presented at the December meeting, but a special meeting be called within the next week for discussion of the by-law changes.

**Publicity:** The Scarlet will have a photographer at the Bosses' Luncheon. Articles regarding upcoming brown baggers and meetings should be in The Scarlet. It was also noted all brown bagger notices indicate sponsored by UNOPA and that other faculty, staff and students are welcome.

**Salary Issues:** No report.

**UNOPA Notes:** The deadline for November newsletter is November 11.

**Ways & Means:** Bette reported we could set up a display at the unions to sell our cookbooks. The bookstores will also sell them, but they have to charge us a small percentage to sell them. The committee proposed a tupperware book party as a fundraiser. UNOPA would receive 20% of profits. The board had several concerns regarding this fundraiser and working with a tupperware dealer who would also be receiving a portion of the profits. It was the consensus of the board that if the following agreement were reached with the dealer the project might be agreeable: no bookings of parties, books not to indicate the dealers name, the dealer be reimbursed for expenses only with all profit going to UNOPA. Bette will check into this with the dealer and her committee.

#### **UNFINISHED BUSINESS:**

Elf Update: Kathy reminded everyone about Raising Dough pickup locations/dates.

#### **NEW BUSINESS:**

Deans/Directors Meeting: Michele Strickler attended as the UNOPA representative. Evaluation of supervisors and the university as a service community were two of the topics discussed.

Possible brown baggers: Michele Strickler suggested two brown bag topics: Toastmasters and TQM. She also mentioned the IANR brown baggers that Dr. Omtvedt holds on East Campus. They are open to everyone to attend.

#### **ADJOURNMENT:**

Meeting adjourned at 1:45 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rosemary Sieck".

Rosemary Sieck, Treasurer



**UNOPA EXECUTIVE BOARD MINUTES**  
**December 7, 1993**

**DATE AND PLACE:**

UNOPA's Executive Board met Tuesday, December 7, 1993, in the East Campus Union.

**CALL TO ORDER:**

The meeting was called to order by President Sieber at 12:00 p.m.

**ATTENDANCE:**

**Present:**

Jeanne Andelt	Jeanette Fisher	Shirley Horstman
LaRita Lang	Nelvie Lienemann	Michelle Sieber
Rosemary Sieck	Roddy Spangler	Michele Strickler
Jo VanPatten	Jacque Virts	Sandy Watmore
Phonda Zugmier		

**ABSENT**

Kathy Bennetch	Bette Schernikau	Ronda Vietz
DaLene Wiess		

**APPROVAL OF MINUTES:**

Minutes of the November 5, 1993, meeting were approved as printed.

**COMMUNICATIONS:**

President Sieber received a letter of appreciation and thanks from Dr. Doug Zatechka on receiving The Boss of the Year award from UNOPA. It will appear in the next issue of UNOPA Notes.

**TREASURER'S REPORT:**

Rosemary stated all reimbursement checks from the November luncheon have been sent.

Be sure to put your committee name on all pieces of mail so it can be charged to the right committee.

Michele Strickler asked if committee members could submit bills to the treasurer instead of the director having to submit all of them. Rosemary said this should be fine.

President Sieber spoke with Paul Carlson concerning sales tax. He stated that on lunches we need to pay sales tax because individual members pay for their lunches, but on copying, film processing, printing, etc. we can use our company center number, LXR/98-813-09.

October 31, 1993 balance	\$8,585.08
Income	\$1,926.54
Expenses	\$ 941.63
November 30, 1993 balance	\$9,569.99

\*Approximately \$3,000 needs to be transferred to ELF.



Rhonda Zugmier moved to approve the November 30 treasurer's report. Seconded by Sandy Watmore. **Motion carried.**

**STANDING COMMITTEES:**

**Awards:** Sandy reported Outstanding Staff nomination forms will go out this week. One more judge, a director from City Campus, is still needed.

Eleven nominations were received for Silver Pen Awards, this will be announced at the December meeting. It was a close race this year. The winners will receive free memberships for the rest of this year and all of next year.

**Corresponding Secretary:** Shirley reported she has sent out the following cards: 6 sympathy, 2 congratulations, 4 get well/thinking of you, and 1 thank-you. She donated the stamps for these cards.

**Employee Concerns:** Jeanette reported on the following Employee Concerns issues:

**Commission on the Status of Women:** There was discussion on Master's Week. Bob Bergman spoke on Diversity Training.

Human Resources will host a panel discussion on "What I Value Most in an Employee", on January 24, 1994. The panel will consist of Joan Leitzel, Darrell Nelson, Kunle Ojikutu and Hanna Hess.

Approximately 700 surveys have been received. They are working on the results.

President Sieber received a letter from Linda Arnold, Parking Advisory. If you have any comments concerning the new proposal for zoned parking, please let her know. Linda Arnold and Anne Dumper, UAAD representative, will be setting up a brown bagger with plans for the future of parking.

Linda Pence will be UNOPA's representative for Quality Improvement Action Council. This council will look at trying to make UNL a better service organization.

**Foundation:** No Report.

**Hospitality:** Michele Strickler reported approximately 80 signed up for December general meeting, with 25 paying lunches.

**Membership:** Nelvie reported 224 memberships to date. The committee is calling members who did not renew. Kim Johnson thought she was to get a free membership for selling the most raffle tickets last year. President Sieber suggested contacting Sherry Warren, past director of ways and means. It was discussed there needs to be a better way of keeping track of free memberships.





**Nominating:** Jeanne reported sometime in January position descriptions will be mailed out so members can decide which office they would like to run for.

**Professional Growth:** Jo reported her committee will meet this week to discuss plans for the spring workshop and a couple of brown baggers.

LaRita Lang will receive PSP plaque at the December or January meeting.

**Program:** Rhonda Zugmier reported January 26 is the joint UAAD/UNOPA meeting at the City Union. The speaker is Larry Kalkowski speaking on crime prevention. Sally Flint, UAAD, may change this since there has been alot on this issue lately. The luncheon will be an All American sandwich for \$6.20 plus tax. There will be no head table.

Rhonda Zugmier stated if anyone has ideas to make UNOPA better for next year, please let her know. One idea discussed was combining some committees.

**Publicity:** Roddy reported an announcement will appear in The Scarlet and C-Vis concerning the December general meeting. A photographer should be there for the award presentation .

**Salary Issues:** No Report.

**UNOPA Notes:** December UNOPA Notes deadline is December 16. Due to the holidays there will be no grace period.

**Ways & Means:** President Sieber reported if anyone has any ideas for fund-raisers please let Bette know. The Tupperware fund-raiser has been dropped. Ways & Means needs to raise approximately \$1,800.00.

#### **OLD BUSINESS:**

President Sieber sent all board members a draft copy of a letter from Nancy Myers concerning ELF. This letter would be sent to all UNL staff. President Sieber notified Kathy Bennetch stating UNOPA would be willing to sign it. The letter should be mailed in the near future.

Rosemary reported Raising Dough has been paid. ELF should receive two or three more checks from parking.

#### **NEW BUSINESS:**

President Sieber, Rhonda Zugmier, Jeanette Fisher and DaLene Wiess met with Bruce Currin, Faye Moulton and Ronald Ross. The following issues were discussed:

1. If employees are having problems, and aren't sure who to call, call Affirmative Action, they will help or direct you to the right place. An announcement will be made at the general meeting and it will appear in UNOPA Notes.
2. Human Resources is hiring another person in employee relations.



3. A few people are using Family leave. There is going to be some training for supervisors regarding family leave at the state level.
4. Issue of sick leave for family members. Now it's at the department's discretion for use of 5 days. Human Resources doesn't like this. It was suggested one month at department discretion. They are looking at allowing employees to borrow time if sick and vacation leave are exhausted. If this isn't accepted U-wide, it might be UNL wide.
5. UNOPA was only group to respond to Bruce's request to review the methodology concerning Gender Equity Study. They will be checking and upgrading database to include degrees, etc. They will wait until January to do the runs after the new raises are included. Results will be shared with UNOPA.
6. The issue of 75% FTE employees with 100% benefits was discussed. Other campuses have philosophical and financial problems with this. Omaha has 300 of these employees; UNL has 70.
7. Human Resources is working on "the most revolutionary thing we've ever done for employees." "Reengineering the employment relationship." It's not about shrinking. Central Administration introduced the idea. So far it's only done in the private industry. The Board of Regents will preview the idea in January. In January or February Bruce Currin would like to come to a board meeting to see about getting UNOPA's support to do a survey. He again insisted that this is not an effort to look at reducing things at UNL. Goals of this idea:
  1. University culture - everyone feels they are equal.
  2. Communication and Career paths will be looked at.
  3. Career counseling/advancement-use talents of our employees better. Help each person with their personal problems.
  4. Awards system - align needs of UNL with employees (compensation, benefits program)
  5. Equity issue - survey would look at these results. Possibly re-evaluate A - B - C line categories.

The January executive board meeting may be changed to the second Tuesday due to the holidays, President Sieber will notify the board if there is a change.

President Sieber reminded the board about bringing a non-violent, unwrapped toy to the December general meeting for the Friendship Home.

**ADJOURNMENT:**

Meeting adjourned at 1:30 p.m.

Respectfully submitted,



LaRita Lang, Recording Secretary



*Approved  
w/ corrections 2/1/94*

**UNOPA EXECUTIVE BOARD MINUTES**  
**January 11, 1994**

**DATE AND PLACE:**

UNOPA's Executive Board met Tuesday, January 11, 1994 in the Business Services conference room.

**CALL TO ORDER:**

The meeting was called to order by President Sieber at 12:00 p.m.

President Sieber received a letter from Bette Schernikau, Ways and Means Director, resigning as Director due to her workload in the office. She felt she didn't have the time to fulfill her role as Director. President Sieber contacted Jan Wassenberg concerning carrying out the remaining term as Ways and Means Director. Jan stated she would be willing to do this. Jan is not a member of this committee, none of the members were interested in becoming Director.

Rhonda Zugmier moved to approve the resignation of Bette Schernikau as Ways and Means Director. Seconded by Shirley Horstman. **Motion carried.**

Nelvie Lienemann moved to accept Jan Wassenberg as new Ways and Means Director. Seconded by Jeanne Andelt. **Motion carried.**

**ATTENDANCE:**

**Present:**

Jeanne Andelt  
LaRita Lang  
Rosemary Sieck  
Jacque Virts  
Rhonda Zugmier

Kathy Bennetch  
Nelvie Lienemann  
Roddy Spangler  
Sandy Watmore

Shirley Horstman  
Michelle Sieber  
Michele Strickler  
Jan Wassenberg

**ABSENT**

Jeanette Fisher  
DaLene Wiess

Bette Schernikau  
Jo VanPatten

Ronda Vietz

**APPROVAL OF MINUTES:**

Minutes of the December 7, 1993, meeting were approved as printed.

**COMMUNICATIONS:**

President Sieber received a thank you from Ardis Burkholder, recipient of a Silver Pen Award, thanking UNOPA for the award.

President Sieber received the following information from National:

1. The distinction CEOE (certified educational office employee) will not be changed to CEOP (certified educational office professional). Some of the reasons were: can't certify that they are a professional; one state has their own program as CEOP.
2. Some changes were made to one page of the PSP application form.



3. It is under discussion that you must be a member of the National organization for one year before you are eligible to apply for any degree, upgrade or CEOE.

#### **ANNOUNCEMENTS:**

We will watch the New employee orientation video at the end of the meeting.

President Sieber's new address is 110 PI (0814), Phone: 2-8876; Fax 2-2964. Please try to contact President Sieber at home if possible.

The Central Area Professional Development Day will be held February 4 & 5 at the Ramada Hotel. President Sieber encouraged everyone to attend.

#### **TREASURER'S REPORT:**

Rosemary stated to notify her anytime you send anything out.

November 30, 1993 balance	\$9,569.99
Income	\$ 881.44
Expenses	<u>\$ 4,113.71</u>
December 31, 1993 balance	\$6,337.72

\*Rosemary recently wrote check for \$2,621.22 to ELF.

Summer Social and Fall Conference accounts are now closed out.

Roddy Spangler moved to approve the December 31 treasurer's report. Seconded by Kathy Bennetch. **Motion carried.**

#### **STANDING COMMITTEES:**

**Awards:** LaRita reported for Sandy that 5 nominations had been received for the Outstanding Staff Award. These will go to the judges the end of this week.

**Corresponding Secretary:** No Report

**Employee Concerns:** No Report.

**Foundation:** Reimbursement applications for the Foundation are due February 1.

Kathy brought copies of the 1992-93 annual report. Discussion followed as to who this should be sent to. It was discussed to send to incoming and outgoing boards plus committee members. It was decided not to send to the Administrators, this year, but to send to them in the future.

**Hospitality:** No report.

**Membership:** Nelvie reported 238 memberships to date.

**Nominating:** Jeanne reported the initial letter asking for nominations will be a separate mailing from UNOPA Notes. The cover





letter; nomination form; job descriptions for President/President-elect, Treasurer, Recording Secretary, and Corresponding Secretary; list of current officers/directors will be mailed January 31. Deadline for return is February 11.

**Professional Growth:** LaRita Lang will receive her PSP plaque at the January meeting.

**Program:** Rhonda Zugmier reported she received a "report card" from the City Union on the December luncheon. It was stated to return it indicating they were slow in getting the meals out.

**Publicity:** No report.

**Salary Issues:** No Report.

**UNOPA Notes:** January UNOPA Notes deadline is January 13.

**Ways & Means:** Some ideas discussed for possible fund raisers were; selling raising dough products, a raffle, parking lot sales at football games, (this would be for next year). Jan will look into these ideas. \$376.00 has been raised so far this year through 50/50 and selling of cookbooks.

The idea was discussed to have an evening pot luck and invite spouses. Jan will look into this, even though it doesn't fall under this committee.

It was discussed to have a table at the Central Area Professional Development Day to sell cookbooks. President Sieber will contact someone to be in charge of this. It was also discussed that a cookbook would be make a great friendship gift for the Friday night mixer.

#### **OLD BUSINESS:**

There was discussion on a by-law change to Professionals. It was discussed that we did not have to change to "Professionals". We are still an affiliate of the State and National organizations even if they do change to professionals.

#### **NEW BUSINESS:**

President Sieber, Rhonda Zugmier, and Jeanette Fisher met with Dr. Jack Goebel. The following issues were discussed:

President Sieber received a phone call from a committee member, stating at a police advisory council meeting Dr. Goebel stated he was concerned with UNOPA's image. The reason he stated this was because he thought UNOPA didn't want to be represented on committees because we were getting too spread out. The committee was discussing UAAD and UNOPA each having two representatives on this committee, alternating each year. This would be a two year term. Dr. Goebel stated if they were to change to two representatives, there would have to be a by-law change in the Police Advisory Committee. It was discussed that having two representatives would allow continuity due to some confidential matters involved in this committee. Jan Wassenberg moved



to approve the Police Advisory recommendation of having two UNOPA representatives, serving alternate years on the committee. Seconded by Rosemary Sieck. **Motion carried.** President Sieber will send a letter concerning this motion to Dr. Goebel.

Dr. Goebel discussed the possibility of UAAD and UNOPA pooling resources. He stated that in a half dozen years there may be no distinction between "B" and "C" line; and he would like to see us start thinking toward these lines for the future.

The board discussed possibly having the employee concerns area of UNOPA and UAAD work together.

The employee orientation video was viewed.

**ADJOURNMENT:**

Meeting adjourned at 1:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'LaRita Lang'.

LaRita Lang, Recording Secretary



*Approved  
Printed*

**UNOPA EXECUTIVE BOARD MINUTES**  
**February 1, 1994**

**DATE AND PLACE:**

UNOPA's Executive Board met Tuesday, February 1, in the East Campus Union.

**CALL TO ORDER:**

The meeting was called to order by President Sieber at 12:00 p.m.

**ATTENDANCE:**

**Present:**

Jeanne Andelt	Kathy Bennetch	Jeanette Fisher
Shirley Horstman	LaRita Lang	Nelvie Lienemann
Michelle Sieber	Rosemary Sieck	Roddy Spangler
Michele Strickler	Jo VanPatten	Ronda Vietz
Jacque Virts	Jan Wassenberg	Sandy Watmore
Rhonda Zugmier		

**ABSENT**

DaLene Wiess

**APPROVAL OF MINUTES:**

Minutes of the January 11, 1994, meeting were approved with the correction of Sandy Watmore as absent.

**COMMUNICATIONS:**

Chancellor Spanier sent a letter to all Deans and Directors concerning SHARP. There will be two sessions offered: February 2 to March 2, and March 30 to April 27. These will be held at the Womens Center in the city union.

President Sieber received a letter from Bruce Currin on Employee service awards which will be held February 10, 1994, in city union. 5 and 10 year employees will be honored at 9:30 am; 15 & 20 year employees at 2:30.

The second annual Cultural Diversity mini-conference will be held March 12, 1994, 8:30 to 5:00 in the city union. To register, call John Harris, Special Assistant to the Vice Chancellor for Student Affairs, at 2-3755.

**TREASURER'S REPORT:**

December 31, 1993 balance	\$6,337.72
Income	\$ 29.10
Expenses	<u>\$ 3,097.55</u>
January 31, 1994 balance	\$3,269.27

Rosemary distributed the mid-year income/expense report. She asked everyone to verify their individual committee report.

Rhonda Zugmier moved to approve the January 31 treasurer's report. Seconded by Jan Wassenberg. Motion carried.

**STANDING COMMITTEES:**

**Awards:** The following individuals were nominated for the Outstanding Staff award: Janet Holtzhauser, Janelle Jones, Debra Koch, Corinne Jacox and Charlene Warneke. Two nominees will be present on February 8. It was discussed when the winner is notified, it is difficult to get the nominees to attend the luncheon.

Sandy stated she will be billing the Floyd S. Oldt fund for award expenses.

The awards committee will be working on the Rose Frolik award soon.

**Corresponding Secretary:** No report.

**Employee Concerns:** Jeanette reported on the following Employee Concerns issues:

Due to the Chancellor's Commission on the Status of Women gender study, all University employees will receive a letter asking to update the education section on their PDF.

President Sieber received a letter from Linda Arnold, Parking Advisory Council representative, about concerns she received at the January UNOPA/UAAD meeting. Some concerns stated: it seems it has been decided already, why are these changes being proposed, safety of walking, schedules won't permit hunting for parking places. This letter was sent to Chancellor Spanier.

The committee is still working on data results from the survey.

**Foundation:** Kathy stated one application has been received for reimbursement. February 1 and June 1 are deadlines for applications.

**Hospitality:** Michele Strickler reported approximately 75 signed up for February general meeting, with 15 paying lunches.

Michele asked if table cloths were necessary. In the past, only paying lunches had table cloths, it made the brown baggers feel they were left out. Some other ideas discussed were having buffets for all luncheons, so the union wouldn't have to set up for paying and non-paying; have long tables instead of round; possibly having placemats instead of table cloths; making or buying our own table cloths; instead of having printed nametags attendees handwrite own nametags.

**Membership:** Nelvie reported five additional memberships.

**Nominating:** Jeanne reported the letter for seeking nominations has been sent out. Deadline is February 11.

**Professional Growth:** Jo reported a tentative brown bagger for March 10 on Toastmasters and possibly an April brown bag on TQM. Other ideas included recycling and Bruce Currin discussing Human Resource issues.

The spring workshop is tentatively set for May 19. The presenter will be Deanna Eversoll, Evening Programs. The morning session's topic will be Ethical Decision Making and the afternoon session will be Career Dedication. Registration fee will be \$10/member, \$20/non-member for half day, \$15/member, \$25/non-member for all day.

Flyers will be mailed in April. The idea was raised to also send flyers to Lincoln Public Schools and other interested groups.

**Program:** No report.

**Publicity:** Roddy reported an announcement will appear in The Scarlet regarding the February general meeting. She sent a letter to the Daily Nebraskan and The Scarlet concerning the award presentation.

**Salary Issues:** No report.

**UNOPA Notes:** February UNOPA Notes deadline is February 10.

Jacque received a letter from Claudia Price-Decker concerning the quote which appeared in the January, 1994 UNOPA Notes, "Speak ill of no man, but speak all the good you know of everybody." She expressed how important it is for UNOPA to begin using language that is gender neutral. Jacque responded by stating UNOPA appreciates her responsibility to watch for instances where gender neutrality is not implemented and assured her UNOPA takes the issue of gender neutrality seriously.

**Ways & Means:** Jan Wassenberg reported one more cookbook has been sold.

#### **OLD BUSINESS:**

\$2,621.22 was transferred to the ELF account. It is unknown what the total amount in the ELF account is because of payroll deductions directly deposited to the account.

#### **NEW BUSINESS:**

Rhonda Zugmier attended the Deans and Director's meeting. She gave the following report:

1. The long-range planning meeting was attended by 93 individuals.
2. LB757-Safety regulations and UNL's workplace responsibility was discussed.
3. University can now recycle cardboard.
4. New Frontier-Computer network, Dee Allison is the contact person.
5. Rhonda asked them to encourage their employees who are UNOPA members to run for an office.

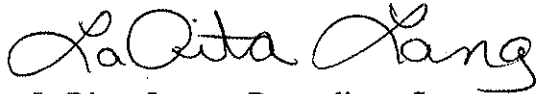
President Sieber reported the Mentoring luncheon will be February 22.



**ADJOURNMENT:**

Meeting adjourned at 12:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "LaRita Lang". The signature is fluid and elegant, with the first name "LaRita" and the last name "Lang" clearly distinguishable.

LaRita Lang, Recording Secretary

*Approved as Corrected*

**UNOPA EXECUTIVE BOARD MINUTES**  
**March 1, 1994**

**DATE AND PLACE:**

UNOPA's Executive Board met Tuesday, March 1, in the Business Services Conference Room.

**CALL TO ORDER:**

The meeting was called to order by President Sieber at 12:00 p.m.

**ATTENDANCE:**

**Present:**

Jeanne Andelt	Kathy Bennetch	Jeanette Fisher
Shirley Horstman	LaRita Lang	Nelvie Lienemann
Michelle Sieber	Rosemary Sieck	Michele Strickler
Jo VanPatten	Jacque Virts	Jan Wassenberg
Rhonda Zugmier		

**Absent**

Roddy Spangler	Ronda Vietz	Sandy Watmore
DaLene Wiess		

**APPROVAL OF MINUTES:**

Minutes of the February 1, 1994, meeting were approved as printed.

**COMMUNICATIONS:**

President Sieber received the UNL Fact Book, anyone interested in seeing it may contact President Sieber.

Human Resources received a letter from Joyce Richter suggesting a presentation on "What employees value in their employers". Faye Moulton contacted President Sieber asking if UNOPA would like to have this presentation for the Bosses Luncheon. President Sieber responded the Bosses Luncheon was held in November but possibly having it presented next year.

**TREASURER'S REPORT:**

January 31, 1994 balance		\$3,269.27
Income	\$ 173.02	
Expenses	\$ <u>215.64</u>	
February 28, 1994 balance		\$3,226.65

Kathy Bennetch moved to approve the February 28 treasurer's report. Seconded by Jan Wassenberg. Motion carried.

**STANDING COMMITTEES:**

Awards: No report.

**Corresponding Secretary:** Shirley reported letters for 27 past presidents and 6 retirees will be sent out shortly for the April recognition luncheon.

**Employee Concerns:** Jeanette reported on the following Employee Concerns issues:

1. A summary of the survey will be sent out next month.
2. The Chancellor's Commission on the Status of Women met with The Chancellor's Commission on People of Color. They are planning some joint ventures such as open forums, etc.
3. UNL Benefits: ~~Academic-Senate~~ would like to see more versatility with the retirement benefits.

President Sieber received a copy of the parking proposal from Paul Carlson. Copies were not distributed since it was the same information which appeared in the Scarlet.

President Sieber received a copy of the Police Advisory Committee report from Patti Lutter, UNOPA representative. Some issues addressed by the committee were: Campus lighting, safety walks, emergency phones, and training 14 Community Service Officers, who are serving as security guards.

**Foundation:** Kathy stated the application which was received for reimbursement on the February 1 deadline will be resubmitted in June. The person is currently taking the class.

**Hospitality:** Michele Strickler reported approximately 50 signed up for the March general meeting.

**Membership:** Nelvie reported membership rosters were sent to all members this week.

**Nominating:** Jeanne reported the following nominations:

President-elect: LaRita Lang  
Treasurer: Roddy Spangler, Marcia Rowley  
Corr. Secretary: Lee Johnson, Maggie Kahler  
Rec. Secretary: Jacque Virts

The committee contacted several individuals concerning running for an office. Most of them indicated they were interested but didn't have the time or their department was not supportive. There will be nominations taken from the floor at the March general meeting and Sandy Lineberry will announce the candidates.

Discussion followed concerning two offices having one name on the ballot since the constitution states there shall be two names for each office. This issue will be brought to the membership at the general meeting.

**Professional Growth:** Jo reported there will be a brown bagger March 3 with Ronald Ross giving an overview of the function of the Affirmative Action and Diversity Office and March 10 on Toastmasters.

The spring workshop is tentatively set for May.

**Program:** Rhonda Zugmier reported Stan Campbell will speak at the March General Meeting. A letter from Ronald Ross was received apologizing for the February meeting, and stated there would be dessert provided at the brown bag luncheon March 3.

**Publicity:** No report.

**Salary Issues:** No report.

**UNOPA Notes:** March UNOPA Notes deadline is March 10. February UNOPA Notes was submitted for the National Award.

**Ways & Means:** Jan Wassenberg reported Raising Dough order forms will be sent shortly. Delivery will be March 30. The committee is working on a raffle, some prizes so far include: color tv, autographed football and basketball, framed, color photo of Broyhill Fountain at night, and restaurant gift certificates

**OLD BUSINESS:**

President Sieber reported Bruce Currin will attend the March general meeting to promote the Employment Relationship Study. This is a survey that all employees will receive concerning a whole range of topics such as work assignments, benefits, training, advancement, compensation, etc. It will be mailed out March 11 and is due back March 25. Some UNOPA members were in the pilot group which took the survey to see if it was easy to understand, etc. before being sent out to all employees.

President Sieber received no comments concerning evaluations for Dr. Griesen and Dr. Goebel. It was discussed to evaluate on UNOPA issues, not work related issues.

**ADJOURNMENT:**

Meeting adjourned at 1:00 p.m.

Respectfully submitted,

  
LaRita Lang, Recording Secretary



**UNOPA EXECUTIVE BOARD MINUTES**  
**April 5, 1994**

**DATE AND PLACE:**

UNOPA's Executive Board met Tuesday, April 5, in the East Campus Union.

**CALL TO ORDER:**

The meeting was called to order by President Sieber at 12:00 p.m.

**ATTENDANCE:**

**Present:**

Jeanne Andelt	Kathy Bennetch	Jeanette Fisher
Shirley Horstman	LaRita Lang	Nelvie Lienemann
Michelle Sieber	Rosemary Sieck	Roddy Spangler
Michele Strickler	Jo VanPatten	Jacque Virts
Jan Wassenberg	Sandy Watmore	Rhonda Zugmier

**Absent**

Ronda Vietz	DaLene Wiess
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**APPROVAL OF MINUTES:**

Minutes of the March 1, 1994, meeting were approved with the correction of "UNL Benefits instead of UN" under employee concerns .

**COMMUNICATIONS:**

President Sieber received a letter from the owner of "From Nebraska", inquiring if our organization needs gifts to call them.

**ANNOUNCEMENTS:**

Annual reports are due to President Sieber by May 20, 1994.

**TREASURER'S REPORT:**

February 28, 1994 balance	\$3,226.65	
Income	\$ 1,461.97	
Expenses	<u>\$ 168.19</u>	
March 31, 1994 balance		\$4,520.43

Kathy Bennetch moved to approve the March 31 treasurer's report.  
Seconded by Nelvie Lienemann. Motion carried.

**STANDING COMMITTEES:**

**Awards:** Sandy Watmore reported four nominations were received for the Rose Frolik award. They are Sandy Lineberry, Sheila Perry, Joey Kramer and Debbie Hendricks. The award will be announced at the April 12 general meeting. All expenses have been reimbursed to administer the Oldt Awards, a total of \$699.00 was given to Rosemary.

**Corresponding Secretary:** Shirley reported 14 past presidents and 4 retirees will attend the luncheon April 12.

**Employee Concerns:** Jeanette reported on the following Employee Concerns issues:

1. UNL benefits committee is discussing the issue of insurance for co-habitats, extra options for retirement and possibly expanding tuition remission beyond part-time employees.
2. UNOPA Survey results have been tabulated. Jeanette and her committee will meet to condense the comments. Michele Strickler will contact the Biometry Department to inquire about them condensing the results.

President Sieber stated the Employment Relations Survey should be mailed to employees shortly.

President Sieber received a letter from DaLene Wiess resigning from Employee Concerns Co-Director. Jeanette Fisher moved to accept DaLene's resignation from Employee Concerns Co-Director. Seconded by Jan Wassenberg. Motion carried.

**Foundation:** No Report.

**Hospitality:** No Report.

**Membership:** No Report.

**Nominating:** Jeanne reported the following election results:

President-elect: LaRita Lang  
Treasurer: Roddy Spangler  
Corr. Secretary: Maggie Kahler  
Rec. Secretary: Jacque Virts

Jeanne moved to destroy the 1994 ballots on April 15, 1994. Seconded by Rhonda Zugmier. Motion carried.

**Professional Growth:** Jo reported there will be a brown bagger on April 11, East campus and April 18, City campus featuring Bruce Currin.

The spring workshop is set for May 19. The flyer will go out next week.

**Program:** No Report.

**Publicity:** The Scarlet and C-VIS has been notified for the April 12 meeting.

**Salary Issues:** No report.

**UNOPA Notes:** April UNOPA Notes deadline is April 14.

**Ways & Means:** Jan Wassenberg reported Raising Dough income of \$346.50. It was discussed the raffle may have more of a response if people knew what the money went for. The idea was also brought up about possibly adopting a community project and having half the raffle income going to the project. The committee hopes to have the tickets out by the middle of April with the winners announced at the May general meeting.

**OLD BUSINESS:**

Kathy Bennetch reported there is over \$6,000 in the ELF.

**NEW BUSINESS:**

President Sieber and Alan Moeller will meet with Bruce Currin concerning PSP recognition.

The Chancellor's office is giving all UNOPA members attending the National Conference \$100.00.

The NEOPA Spring Conference will be held April 16 in Falls City. There will be a van provided.

**ADJOURNMENT:**

Meeting adjourned at 1:15 p.m.

Respectfully submitted,

LaRita Lang, Recording Secretary





**UNOPA EXECUTIVE BOARD MINUTES**  
**May 3, 1994**

**DATE AND PLACE:**

UNOPA's Executive Board met Tuesday, May 3, in the Business Services Conference Room.

**CALL TO ORDER:**

The meeting was called to order by President Sieber at 12:00 p.m.

**ATTENDANCE:**

**Present:**

Jeanne Andelt	Kathy Bennetch	Jeanette Fisher
Shirley Horstman	LaRita Lang	Nelvie Lienemann
Patti Lutter	Michelle Sieber	Rosemary Sieck
Roddy Spangler	Michele Strickler	Jo VanPatten
Jacque Virts	Jan Wassenberg	Sandy Watmore
Rhonda Zugmier		

**Absent**

Rhonda Vietz

**Employee Concerns Co-Director:**

President Sieber stated Patti Lutter was interested in finishing out the remaining term as employee concerns co-director, due to the resignation of DaLene Wiess. Roddy Spangler moved to accept Patti Lutter as employee concerns co-director for the remaining term, 1993-94. Seconded by Jan Wassenberg. Motion carried.

**APPROVAL OF MINUTES:**

Minutes of the April 5, 1994, meeting were approved as printed.

**COMMUNICATIONS:**

President Sieber received a letter from Doris Lesoing thanking UNOPA for the flower and past presidents recognition luncheon.

**ANNOUNCEMENTS:**

President Sieber would like listings of all committee members (only members who served the whole year). She would like each director to introduce their committee and she will present them with a certificate at the May general meeting.

Annual reports are due to President Sieber by May 20, 1994.

All archive material should be given to LaRita by June 7.

The joint board meeting will be held June 7 at 3:30 in the City Union.

Brad Munn has left the University. Kathy Bennetch moved UNOPA give him and his wife a \$50.00 gift certificate to the Cornhusker and a special card thanking him for his support to UNOPA. Seconded by Rhonda Zugmier. Motion carried.

Jo Dierking is retiring in May.

**TREASURER'S REPORT:**

President Sieber stated Laura Dunkle, an Accounting Clerk in Ag. Economics, was willing to audit UNOPA's books for this year. Nelvie Lienemann moved to ask Laura Dunkle to audit UNOPA books for 1993-94. Seconded by Michele Strickler. **Motion carried.**

March, 1994 balance		\$4,520.43
Income	\$ 784.66	
Expenses	\$ <u>1,826.98</u>	
April 30, 1994 balance		\$3,478.11

Kathy Bennetch moved to approve the February 28 treasurer's report. Seconded by Sandy Watmore. **Motion carried.**

**STANDING COMMITTEES:**

**Awards:** Sandy stated she received a thank-you from Debbie Hendricks for the Outstanding Staff award.

**Corresponding Secretary:** Shirley reported 11 past presidents and 4 retirees were recognized at the April luncheon.

**Employee Concerns:** Jeanette reported on the following Employee Concerns issues:

1. An employee concerns meeting is planned for Wednesday, May 4.
2. The Chancellor's Commission on the Status of Women gender study is almost ready.
3. A summary of the survey was sent to the membership. Kathy Bennetch inquired about the Biometry Department condensing the results. Michele Strickler reported the only thing they can do is tabulate the yes/no questions. They would not do anything with the comments.

Comments concerning certain areas, (ie. Poor ventilation, Facilities Management) will be forwarded to the appropriate area.

It was discussed if this should be sent to all office/service staff. Due to the cost, it was decided to place a notice in the Scarlet to contact Jeanette for a copy.

Jeanette Fisher moved to destroy the salary surveys returned by office/service employees. Seconded by Nelvie Lienemann. **Motion carried.**

President Sieber, Rhonda Zugmier, and Jeanette Fisher met with Bruce Currin. President Sieber reported on the following from this meeting:

Issues discussed were reduction-in-force, evaluation of supervisors, and advancement.

Reduction-in-Force; Bruce stated there would not be much done with this issue at this time.

Evaluation of Supervisors; Bruce will put information in the Business & Finance page of the Scarlet concerning the procedures, etc. for evaluating supervisors. UNOPA will publicize as much as possible the fact that you are able to evaluate your supervisor.

Room for Advancement; Roshan Pajnigar, Classification/Compensation Manager is working on this issue. UAAD is starting a mentoring project as a way to network etc. UNOPA may want to do something similar to try to get advancements.

Bruce Currin would like UNOPA to draft a letter for his signature as a reminder to supervisors concerning Administrative leave.

**Foundation:** Kathy stated 10 stipends will be given for the June 1 deadline.

There was some discussion on raising the amount of the stipends because some members expressed a concern that \$50.00 wasn't worth doing the paper work.

Since it appears the University will never have monetary recognition for PSP certification, President Sieber raised the issue of recruiting corporate donations. An account at the Foundation could be set up which would allow individuals with their PSP & CEOE distinction to receive a stipend for their efforts. This could also be to help them obtain the certification. Bruce Currin stated he could see no problem with this since there would be no University dollars involved.

Jeanne Andelt moved to form a committee to explore the possibility of outside funding to be used for PSP recognition. Seconded by Jo Van Patten. It was also discussed that possibly the past presidents could form this committee. Michelle will chair the committee for the next year, as it falls under Foundation Funds. Motion carried.

President Sieber stated Bruce Currin and Alan Moeller wanted proposals, other than monetary, for recognition of individuals with PSP and CEOE distinctions. The proposals include a reception to be held in June of each year and to have supervisors recognize PSP by including it in their evaluation. Also included was the cost of attending the National conference to receive the award. The total cost proposed was \$940.00.

**Hospitality:** Michele Strickler reported approximately 40 signed up for the May general meeting.

**Membership:** No Report.

**Nominating:** Jeanne reported job description sheets are due.

**Professional Growth:** Jo reported the spring workshop is May 19.

**Program:** No report.

**Publicity:** No report.

**Salary Issues:** No report.

**UNOPA Notes:** May UNOPA Notes deadline is May 12.

**Ways & Means:** Jan Wassenberg reported raffle tickets are due to Diane Cihal by May 6. She has received 35 so far.

**NEW BUSINESS:**

President Sieber stated we need a Summer social chair and committee.

Lola Young submitted the following Advisory Council agenda item to be discussed at the National conference.

On behalf of UNOPA, we suggest NAEOP's speakers be from every level of education. Rosemary moved to take it to the general membership. Seconded by Patti Lutter. **Motion carried.** It was also discussed that this be brought to the attention of the State organization also.

**ADJOURNMENT:**

Meeting adjourned at 1:40 p.m.

Respectfully submitted,

  
LaRita Lang, Recording Secretary

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